

**TO:** Mayor and City Council  
**THROUGH:** Matt Fulton, City Manager  
Jim Hartshorn, Comm. Dev. Director  
**FROM:** Ben Boike, Assistant Comm. Dev. Dir.  
**DATE:** May 23, 2016  
**SUBJECT:** Comprehensive Plan Update

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City of West St. Paul

**BACKGROUND INFORMATION:**

Staff is in the process of developing an RFP to solicit proposals from consulting firms to assist with the development of the required 2018 Comprehensive Plan Update. Met Council mandates that all cities in the metro area complete a Comp Plan update every 10 years. In doing so, the City is required to amend the current plan to adhere to the policies set forth by Met Council. The estimated cost to complete the update is \$80,000 which includes the coordination of meetings with the Planning Commission, City Council and the public. The process should take two years to complete.

**FISCAL IMPACT:**

\$20,000 was included in the 2016 budget for the Comp Plan. Staff is estimating the need for \$30,000 in 2017 and 2018 to complete the plan.

		Amount
<b>Fund:</b>	<b>401</b>	
<b>Department:</b>	<b>41910</b>	
<b>Account:</b>	<b>40399</b>	<b>\$20,000 (2016)</b>

**STAFF RECOMMENDATION:**

Staff is requesting authorization to proceed with the RFP process.